

**MONTANA BOARD OF OUTFITTERS**  
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**PROCEDURES FOR:  
OUTFITTER LICENSE/EXAMINATION APPLICATION**

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED. APPLICATIONS MUST BE ACCOMPANIED BY REQUIRED FEES. PROCESSING TIME IS APPROXIMATELY 30-DAYS FROM THE DATE THAT THE BOARD HAS A COMPLETE ROUTINE APPLICATION.

- “*Outfitter*” means any person, except a person providing services on real property that the person owns for the primary pursuit of bona fide agricultural interests, who for consideration provides any saddle or pack animal; facilities; camping equipment; vehicle, watercraft, or other conveyance; or personal service for any person to hunt, trap, capture, take, kill, or pursue any game, including fish; and who accompanies that person, either part or all of the way, on an expedition for any of those purposes or supervises a licensed guide or professional guide in accompanying that person. [37-47-101, MCA]
- In the state of Montana a person may not advertise, act or otherwise represent to the public that the person is an outfitter without first securing a license from the Montana Board of Outfitters. [37-47-301, MCA]
- Section 37-47-101(11), MCA, provides an exemption for *Private Landowners* from the law that governs outfitters. The exemption applies only to those persons providing services on real property that the person owns for the primary pursuit of bona fide agricultural interests. The most common mistake relates to the hiring of guides; there is no landowner exemption for guides and, there is no exemption for a person acting as a guide while working for a landowner.
- **FEES:** Applications must be accompanied with the required fees. Checks or money orders are to be made payable to the Montana Board of Outfitters. All fees are non-refundable.

\$1300.00*	New/Original License and Examination Application
\$ 450.00	License Amendment and Examination Application
\$ 150.00	Re-Application
\$ 500.00*	New Operation Plan/Inspection Application
\$2000.00	Net Client Hunter Use Expansion Application (NCHU) (Hunting Applicants Only) <i>Please note: An outfitter who is granted a net client hunter use expansion shall pay a fee of \$500 for each new client added to that outfitter operation plan</i>
\$ 100.00	Net Client Hunter Use Transfer Application (NCHU) (Hunting Applicants Only)

\* These must be paid by all new applicants, other fees may apply depending on your operations plan.
- **APPLICATION PROCEDURES:** Applicants for an outfitter’s license must apply on a form prescribed and furnished by the Board. Applicants must meet the experience and training specifications and other qualifications, then must take and pass a written examination administered by the Board or its agent. Incomplete applications will be returned causing a delay in processing.
  - (1) Complete the outfitter license/examination application and operation plan by typing or printing all required parts. (A completed NCHU application must accompany hunting outfitter license application) sign the forms and submit them to the Board office with the required fees. Applications submitted without the required experience may be subject to a re-application process with new fees. It is advised that you check with your endorsing outfitter(s) and insure that you have accumulated the required 100 days of guiding experience before submitting your applications.
  - (2) Qualifications will be investigated and experience verified upon receipt of an application. The experience is verified through review of the endorsing outfitter’s annually submitted client report logs.
  - (3) Applications must be submitted (30) thirty days prior to the next scheduled examination date. If received after the deadline date, the application will be held for the following examination. Submitting your application by the deadline date does not guarantee that you will be scheduled for the next examination date. Applicants must receive pre-approval of their proposed operations plan by a Board member before being scheduled for the written examination.
  - (4) Inspection of equipment and premises will be made by a representative of the Board at a reasonable time following approval of an application.

- **APPLICATION PROCEDURES (CONTINUED):**

- (5) Once an application has been verified and approved, the Board office will send written confirmation of the date and time the applicant is scheduled for examination. The examinations are given on the second Tuesday in January, April, July and October. Examinations are always held at a pre-scheduled location in Helena, Montana.
- (6) When all the conditions of licensure have been satisfied, including insurance and inspections, have been satisfied, the Board will issue a license stating the outfitter functions that the applicant is qualified and approved to perform. The license is valid for the licensing year in which it is issued and expires on the last day of that license year.

- **QUALIFICATIONS/EXPERIENCE:** An applicant for an outfitter's license must meet experience, training, and testing requirements. Those qualifications and experience requirements are as follows:

- (1) Must be 18 years of age or older, be physically capable and mentally competent to perform the duties of an outfitter. [37-47-302, MCA]
- (2) Must have 100 days of verified experience as a licensed outfitter in another state or a licensed guide working for a licensed outfitter in Montana. The experience must have been achieved while guiding clients in pursuing the types of game and using methods for which licensure is sought by the applicant [ARM 24.171.502].
- (3) Must be qualified to provide all services and use all equipment necessary to provide the functions of an outfitter that applicant's license will authorize him or her to conduct. [ARM 24.171.502]
- (4) Must own or hold under written lease or represent a company, corporation, or partnership who owns or holds under written lease the equipment and facilities that are necessary to provide the services advertised, contracted for, or agreed upon between the outfitter and the outfitter's clients. [37-47-302, MCA]
- (5) Must have demonstrated a respect for and compliance with the laws of any state or of the United States and all rules promulgated under those laws related to fish and game, conservation of natural resources, and preservation of the natural ecosystem without pollution of the ecosystem. [37-47-302, MCA]
- (6) Must have not, at any time, practiced fraud, deception, or material misrepresentation in procuring any previous outfitter's, guide's, professional guide's, or conservation license from the state of Montana. [37-47-302, MCA]
- (7) Must have not, at any time, promulgated any false or misleading advertising relating to the business of outfitting. [37-47-302, MCA]
- (8) Must hold a current basic first aid at all times licensed. [ARM 24.171.412]
- (9) Must hold a valid Montana wildlife conservation license [37-47-304, MCA]

- **EXPERIENCE WAIVER:** In addition to meeting all other qualifications and experience, portions of the 100 days of verified experience requirements may be waived upon Board approval of training as follows:

- (1) Three days of experience may be waived by the Board for an applicant for every day of training completed by the applicant in the category of licensure applied for (fishing or hunting); subject to a maximum waiver of 30 days, at an outfitter or guide school approved by the Board. [ARM 24.171.502]
- (2) Fifty days of experience may be waived for an applicant purchasing an existing outfitter operation provided that: (1) The applicant receives pre-approval from the Board of a training and instruction plan documenting how and in what capacity the applicant will work with the licensed outfitter from whom the business was obtained; (2) The applicant has entered into a sales agreement with the selling outfitter for the purchase of the operation and the sales agreement provides supervision by the selling outfitter of the applicant during a 12-month period following Board approval of the application; (3) The selling outfitter has a current, approved operations plan on file with the Board; (4) The applicant files and operations plan that is approved by the Board; (5) The applicant works with the licensed outfitter from whom the business was obtained, in operating the business now owned by the applicant, pursuant to the plan approved by the Board, for not less than 12 months following advance approval from the Board. [ARM 24.171.502]

- **WAIVER PROCEDURES:** Waiver requests are submitted to the Board office in writing and must receive full Board approval. The request must clearly specify which type of waiver the petitioner is seeking. When applicable, qualifications and training will be investigated and experience verified prior to Board consideration.
- **30-DAY WAIVER:**
  - (1) Submit the written request along with a current copy of the outfitter or guide school curriculum, proof of attendance and successful completion of training ,and any other supporting documents and materials pertinent to the waiver.
  - (2) Requests must be submitted at least three weeks prior to a regularly scheduled Board meeting. Requests received after the deadline date will be held for the following meeting. Submitting your request by the deadline date does not guarantee that your request will be scheduled for the next meeting. Requests lacking in detail will be returned causing a delay in the process.
  - (3) The Board office will send written confirmation of the date and time the appeal is scheduled for review. Board meetings are held four times a year, approximately every three months starting with December and are always held at a pre-scheduled location in Helena, Montana.
  - (4) Once a request has been approved by the Board, an application for license may be submitted only after the remainder of the experience and training specifications and other qualifications have been met.
- **50-DAY WAIVER:** This is a three-part process. Part I initiates the process for approval of a 12-Month Plan between two parties as a result of the sale of an outfitting business. Part II initiates the process for approval of the results of a completed pre-approved 12-Month Plan. Part III initiates the process of approval of a 50-Day Experience Waiver based on the completion of a pre-approved 12-Month Plan.

#### **Part I -- 12-Month Plan approval process**

- (1) The buyer and seller must submit a written request for Board approval of a 12-Month Plan documenting how and in what capacity the applicant will work with the licensed outfitter from whom the business was obtained. The plan must clearly identify what is to be accomplished, what areas of expertise or skills will be learned, how and what knowledge will be obtained. The following identifies some areas of expertise, which may assist applicants in outlining a proposed 12-Month Plan.

a. marketing and public relations;	n. knowledge of firearms;
b. maintaining advertising;	o. first aid;
c. maintenance of rate schedules;	p. knowledge of equipment, terrain, and hazards to competently provide a safe experience for those persons guided;
d. maintenance of complete and accurate client logs;	q. knowledge of game and hunting and techniques to provide the services advertised by the supervising outfitter
e. guiding techniques;	r. ability to perform the services contemplated with efficiency and with safety to the health and welfare of clients, employees and the public.
f. setting up of campsites;	s. preservation of the natural ecosystem
g. federal and state regulations as applicable to outfitting; laws and regulations;	t. provide services in such a manner as not to be detrimental to wildlife or the environment
h. federal and state fish and game laws and regulations;	
I. practical woodsmanship;	
j. general knowledge of big game;	
k. field preparation of trophies;	
l. care of game meat;	
m. use of outfitters gear as listed on the operation plan;	
- (2) Submit verifiable documentation that the applicant owns the outfitting business that constitutes the entire operation of an existing licensed outfitter. The business must have a current approved operation plan on file with the Board.

**Part I -- 12-Month Plan approval process (continued)**

- (3) Requests must be submitted at least three weeks prior to a regularly scheduled Board meeting. Requests received after the deadline date will be held for the following meeting. Submitting your request by the deadline date does not guarantee that your request will be scheduled for the next meeting. Requests lacking in detail will be returned causing a delay in the process.
- (4) The Board office will send written confirmation of the date and time the request is scheduled for review. Board meetings are held four times a year, approximately every three months starting with December and are always held at a pre-scheduled location in Helena, Montana.
- (5) A plan commences upon the day of approval. The applicant must work with the licensed outfitter from whom the business was obtained, by operating the business now owned by the applicant, according to the plan details submitted to the Board for not less than 12 months following plan approval by the Board. The Board office is not responsible for tracking completion dates.

**Part II -- Approval process of an executed 12-Month Pre-approved Plan**

- (1) The buyer and seller must submit a written request for Board approval of a 50-Day Experience Waiver pursuant to the completion of the previously approved 12-Month Plan. Attach a description of the areas of expertise or skills that were learned and how and what knowledge was obtained.
- (2) Requests must be submitted at least three weeks prior to a regularly scheduled Board meeting. Requests received after the deadline date will be held for the following meeting. Submitting your request by the deadline date does not guarantee that your request will be scheduled for the next meeting. Requests lacking in detail will be returned causing a delay in the process.
- (3) The Board office will send written confirmation of the date and time the request is scheduled for review. Board meetings are held four times a year, approximately every three months starting with December and are always held at a pre-scheduled location in Helena, Montana.

**Part III -- 50-Day Experience Waiver application process**

- (1) Once a 50-Day Experience Waiver has been granted a completed outfitter license application must be submitted and approved prior to examination. The buyer's operation plan must synchronize with the entire operation of the existing licensed outfitter's approved plan. Proof of the remaining 50-days of guiding experience in each license function must accompany the license application. Refer to the Application Procedures on Page 1 for a summary on applying for licensure.
  - (2) The applicant purchasing the business must submit a signed sales agreement setting forth the name of seller and purchaser, a general description of the transaction (stock purchase, merger, etc.), a list of the equipment and livestock which is included as part of the sale, a legal description of all lands involved in the sale, including copies of signed land use approval forms (L-1 forms) and a statement indicating whether the seller will surrender or retain the outfitter license, or place the license on inactive status.
  - (3) The purchaser must provide a current list of all clients booked by seller and a written description of how such reservations will be transferred including, but not limited to, transfer of outfitter sponsored licensees, refunds of deposits and notification of the sale of clients.
- **SALE AND PURCHASE OF AN OUTFITTING OPERATION:** The Board will evaluate outfitter applications involving the sale of an existing outfitting operation by using information regarding experience and training relative to outfitter activities. Refer to the Application Procedures on Page 1 for a summary on applying for licensure.

- **MAKEUP OF OPEN BOOK WRITTEN EXAMINATION:** The examination must require general and sufficient knowledge displaying and indicating ability to perform the services contemplated with efficiency and with safety to the health and welfare of participants. It is an open book examination. There are four sections to the examination: (25) multiple-choice questions in the Hunting Services section; (25) questions in the Fishing Services section; (50) questions in the General Outfitter section; and (25) questions in the Horse/Packing section. You must pass each section of the examination you are taking with a score of 75% or more.
  - (1) **HUNTING SERVICES:** Applicants who will be providing hunting services must take the Hunting Section. Included are questions concerning Fish and Game hunting laws and regulations and Board of Outfitters regulations.
  - (2) **FISHING SERVICES:** Applicants providing fishing services must take the Fishing Section. Included are questions on Fish and Game fishing laws and regulations, Board of Outfitters regulations, stream access, boating and trespass laws.
  - (3) **LIVESTOCK SERVICES:** Applicants providing or using livestock must take the Horse/Packing Section. Included are questions on horsemanship, horse care, and knowledge of tack.
  - (4) **GENERAL OUTFITTER:** All new license applicants are required to take and pass the General Outfitter Section plus those sections pertaining to the services you wish to offer, (fishing, hunting, and livestock). Included are questions on Board of Outfitters regulations over outfitters and guides and Laws & Rules of the State of Montana relating to fish, wildlife and parks, outdoor recreation and certain other natural resources.

The following are recommended materials that you should obtain to help you prepare for the open book exam.

- a. **General Section:** A compilation of the Board of Outfitter Laws & Rules governing outfitters and guides are contained in this packet. A compilation of the Laws & Rules of the State of Montana relating to fish, wildlife and parks, outdoor recreation and certain other natural resources, can be obtained from a FWP licensing agent or the Department of Fish, Wildlife and Parks.
  - b. **Fishing and Hunting Sections:** A compilation of the Laws & Rules of the State of Montana relating to fish, wildlife and parks, outdoor recreation and certain other natural resources, can be obtained from a FWP licensing agent or the Department of Fish, Wildlife and Parks. In addition, you can obtain pamphlets entitled "Montana Fishing and Hunting Regulations", "Montana Boating Laws", "Stream Access in Montana", "It's the Law: New Legislation Affecting Montana Landowners & Recreationists" and "How to Hunt Safely in Grizzly Country" and/or any other FWP bear identification pamphlets.
  - c. **Livestock Section:** You can obtain the book titled "Packing in on Horses & Mules" by Smoke Elser & Bill Brown.
- **REAPPLICATION:** If you fail the examination, you will be able to take the next scheduled examination after submitting a new application and new exam fees. Applicants will have 15 days from the date of notification to review the questions missed. This review will be conducted at the Board office in Helena, by appointment only. During this review, you will not be able to take any notes or record any information taken from the exam. No representative of the Board will be allowed to discuss the substance of the exam with you. Questions regarding the substance of exams must be directed to the Board at a pre-scheduled meeting.
  - **NET CLIENT HUNTER USE (NCHU):** The Board of Outfitters has been directed by the Legislature to regulate outfitters NCHU as set forth in [37-47-201(5)(d), MCA]. Proposals must be made on a form provided by the Board and accompanied by the appropriate fee. The NCHU figures limit the number of clients that hunting outfitters may outfit on private, state and federal land where client use is not regulated. NCHU is not designated on federal land under special use permits. Once NCHU numbers have been set for the desired categories, an outfitter may not exceed the number without Board approval, nor may an outfitter exchange, trade or substitute between the categories of NCHU without approval of the Board. For example, you may not drop one bird hunter in exchange for an additional elk hunter in a given year without applying for and receiving approval from the Board.

The Board will publish proposals for expansions or new use to obtain public comment and consider the proposals at regularly scheduled Board meetings. The Board will then review each proposal to determine whether an undue conflict with existing hunting use exists in the area, constituting a threat to the public health, safety, or welfare.

- **LICENSE AMENDMENT/EXAMINATION APPLICATION:** Montana outfitters seeking to amend their existing outfitter's license by adding a new service, such as, horses/packing, fishing, or hunting, must make application on a form prescribed and furnished by the Board. After meeting the experience and training specifications and other qualifications (fishing or hunting), license applicants must take and pass a written examination administered by the Board or its agent. Incomplete applications will be returned causing a delay in processing. The fee is \$450.00 for the License Amendment, Examination Application and filing of an operation plan amendment.
  - (1) Complete the outfitter license/examination application and operation plan amendment by typing or printing all required parts. (A completed NCHU application must accompany hunting outfitter license application) Sign the forms and submit them to the Board office with the required fees. Applications submitted without the required experience may be subject to a re-application process with new fees.
  - (2) Qualifications will be investigated and experience verified upon receipt of an application. The experience is verified through review of annually submitted client report logs.
  - (3) Applications must be submitted (30) thirty days prior to the next scheduled examination date. If received after the deadline date, the application will be held for the following examination. Submitting your application by the deadline date does not guarantee that you will be scheduled for the next examination date. Applicants must receive preapproval of their proposed operations plan and license application before being scheduled for the written examination.
  - (4) Once an application is considered complete, the Board office will send written confirmation of the date and time the applicant is scheduled for examination. The examinations are given on the second Tuesday every three months starting with January. Therefore, the exams are given in January, April, July and October. Examinations are always held at a pre-scheduled location in Helena, Montana.
  - (5) An equipment and premises inspection will be made by a representative of the Board at a reasonable time following approval of an application.
  - (6) When all the conditions of licensure have been satisfied, including insurance and inspection, have been satisfied, the Board will issue an amended license stating the outfitter's new functions that the applicant is qualified and approved to perform.

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**APPLICATION FOR:**  
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**SECTION A: CHECK APPLICABLE BOX(ES) BELOW. THEN COMPLETE ALL REMAINING SECTIONS AS APPLICABLE.**

**APPLICATION FOR LICENSURE AS:**

- |                                                      |                                                                                    |
|------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> FISHING OUTFITTER           | <input type="checkbox"/> NEW OUTFITTER LICENSE/EXAMINATION -- \$1300.00            |
| <input type="checkbox"/> HUNTING OUTFITTER           | <input type="checkbox"/> RE-APPLICATION, ACTIVATION, OR RE-EXAMINATION -- \$150.00 |
| <input type="checkbox"/> FISHING & HUNTING OUTFITTER | <input type="checkbox"/> ADD ADDITIONAL SERVICES TO EXISTING LICENSE -- \$450.00   |

1. SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
2. FULL NAME OF APPLICANT \_\_\_\_\_  
Last First Middle

OTHER NAME(S) KNOWN BY \_\_\_\_\_

3. E-MAIL ADDRESS \_\_\_\_\_ DRIVER'S LICENSE # \_\_\_\_\_  
(Indicate state if not Montana)

4. CURRENT MONTANA CONSERVATION/ALS LICENSE # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ EXP DATE: \_\_\_\_\_  
(Date of Birth/ALS Number)

5. PHYSICAL DESCRIPTION: ☐ Male ☐ Female Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_  
Height (in feet & inches) \_\_\_\_\_ Weight (in pounds) \_\_\_\_\_

6. PLEASE INDICATE YOUR PREFERRED MAILING ADDRESS:  
☐ HOME ☐ BUSINESS

- |                                   |                             |
|-----------------------------------|-----------------------------|
| 7. <u>RESIDENTIAL INFORMATION</u> | <u>BUSINESS INFORMATION</u> |
| PHONE _____                       | PHONE _____                 |
| FAX _____                         | FAX _____                   |
| ADDRESS _____                     | ADDRESS _____               |
| CITY, STATE _____                 | CITY, STATE _____           |
| ZIP CODE _____                    | ZIP CODE _____              |
|                                   | BUSINESS NAME _____         |

8. INDICATE WHETHER THE OUTFITTING BUSINESS IS: ☐ Individually owned ☐ Partnership\* ☐ Corporation\*

\*List the name of the Partnership or Corporation: \_\_\_\_\_

**SECTION B:** All applicants must answer the following questions. If you answer “yes” to any question, give specific details (names of organizations, dates, reasons, and outcome) on a Supplementary Sheet.

1. Have you ever been denied licensure or the opportunity to take this profession's licensing examination in any state or country? If yes, attach an official document. ☐ **Yes** ☐ **No**
2. Have you ever withdrawn an application for licensure? If yes, please give the state and reasons for withdrawal. ☐ **Yes** ☐ **No**
3. Do you have any physical or mental impairment(s) requiring special accommodations in taking the written examination? If yes, please include a statement of your needs with this application. ☐ **Yes** ☐ **No**
4. Has any licensing agency ever taken adverse or disciplinary action against your license? If yes, attach agency documents filed in the action including all complaints, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements. ☐ **Yes** ☐ **No**
5. Has any legal or disciplinary action been filed against you, which relates to the propriety of, or your fitness to practice this profession (e.g., malpractice, etc.)? If yes, attach a detailed explanation of each instance including the date of claim, name and address of party complaining, name and address of forum or court where claim was filed, docket or claim number and the substance of the allegations. ☐ **Yes** ☐ **No**
6. Have you any physical or mental condition, which has adversely affected your ability to practice this profession, including but not limited to, a contagious or infectious disease involving serious risk to the public? If yes, attach a detailed explanation. ☐ **Yes** ☐ **No**
7. Have you ever been charged with fraud, formally or informally, in any civil proceeding? If yes, attach a detailed explanation. If “yes”, attach a detailed explanation. ☐ **Yes** ☐ **No**
8. Have you, at any time, plead guilty to or been adjudged by a court guilty of a felony, unless civil rights have been restored pursuant to law? If yes, attach a detailed explanation. ☐ **Yes** ☐ **No**
9. Are you presently subject to any sentence, which has been deferred or suspended for a felony? If yes, . attach a detailed explanation. ☐ **Yes** ☐ **No**
10. Have you demonstrated lack of respect for or lack of compliance with the laws of any state or of the United States or any rules promulgated thereunder as to matters of fish and game, conservation of natural resources, and preservation of the natural ecosystem? If “yes”, attach a detailed explanation. ☐ **Yes** ☐ **No**
11. Have you been convicted of or forfeited bond on any violation of the fish and game laws or applicable regulations of any state or the United States? If yes, attach a detailed explanation and identify how many. ☐ **Yes** ☐ **No**
12. Have you, at any time, practiced fraud, deception, or material misrepresentation in procuring any previous outfitter's, guide's, professional guide's, or conservation license from the state of Montana? If yes, attach a detailed explanation. ☐ **Yes** ☐ **No**
13. Have you, at any time, promulgated false or misleading advertising related to the business of outfitting? If “yes”, attach a detailed explanation. ☐ **Yes** ☐ **No**
14. Have you been finally adjudged by a court of law guilty of any substantial breach of written or oral contract with any person utilizing your services as an outfitter, guide or professional guide, during the license year immediately preceding this license year? If “yes”, attach a detailed explanation. ☐ **Yes** ☐ **No**
15. Have you committed any negligent act or misconduct while acting as an outfitter, guide or professional guide that caused a danger or unreasonable risk of danger to person or property of any client of such outfitter, guide or professional guide during the license year immediately preceding this license year? If yes, attach a detailed explanation. ☐ **Yes** ☐ **No**
16. Have you failed to substantially comply with all board regulations and state and federal laws concerning outfitters, guides and professional guides? If yes, attach a detailed explanation. ☐ **Yes** ☐ **No**



**SECTION C:** IF THE PURPOSE OF THIS APPLICATION IS FOR RE-APPLICATION OR REACTIVATION SKIP TO SECTION "H", See application instructions on page 5).

**SECTION D:** List your experience as a licensed outfitter, guide or a licensed professional guide (most recent first). Attach additional sheets if necessary.

Year \_\_\_\_\_  
Experience as outfitter \_\_\_\_\_ guide \_\_\_\_\_  
Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Employer's phone \_\_\_\_\_  
Services provided for hunting \_\_\_\_\_ fishing \_\_\_\_\_  
Dates providing services \_\_\_\_\_  
Where services provided \_\_\_\_\_  
Describe what you did for this outfitter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Year \_\_\_\_\_  
Experience as outfitter \_\_\_\_\_ guide \_\_\_\_\_  
Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Employer's phone \_\_\_\_\_  
Services provided for hunting \_\_\_\_\_ fishing \_\_\_\_\_  
Dates providing services \_\_\_\_\_  
Where services provided \_\_\_\_\_  
Describe what you did for this outfitter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Year \_\_\_\_\_  
Experience as outfitter \_\_\_\_\_ guide \_\_\_\_\_  
Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Employer's phone \_\_\_\_\_  
Services provided for hunting \_\_\_\_\_ fishing \_\_\_\_\_  
Dates providing services \_\_\_\_\_  
Where services provided \_\_\_\_\_  
Describe what you did for this outfitter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Year \_\_\_\_\_  
Experience as outfitter \_\_\_\_\_ guide \_\_\_\_\_  
Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Employer's phone \_\_\_\_\_  
Services provided for hunting \_\_\_\_\_ fishing \_\_\_\_\_  
Dates providing services \_\_\_\_\_  
Where services provided \_\_\_\_\_  
Describe what you did for this outfitter \_\_\_\_\_  
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\_\_\_\_\_

Year \_\_\_\_\_  
Experience as outfitter \_\_\_\_\_ guide \_\_\_\_\_  
Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Employer's phone \_\_\_\_\_  
Services provided for hunting \_\_\_\_\_ fishing \_\_\_\_\_  
Dates providing services \_\_\_\_\_  
Where services provided \_\_\_\_\_  
Describe what you did for this outfitter \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Year \_\_\_\_\_  
Experience as outfitter \_\_\_\_\_ guide \_\_\_\_\_  
Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Employer's phone \_\_\_\_\_  
Services provided for hunting \_\_\_\_\_ fishing \_\_\_\_\_  
Dates providing services \_\_\_\_\_  
Where services provided \_\_\_\_\_  
Describe what you did for this outfitter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION D (CONTINUED):** List your experience as a licensed outfitter, guide or a licensed professional guide (most recent first). Attach additional sheets if necessary.

Year \_\_\_\_\_  
Experience as outfitter \_\_\_\_\_ guide \_\_\_\_\_  
Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Employer's phone \_\_\_\_\_  
Services provided for hunting \_\_\_\_\_ fishing \_\_\_\_\_  
Dates providing services \_\_\_\_\_  
Where services provided \_\_\_\_\_  
Describe what you did for this outfitter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Year \_\_\_\_\_  
Experience as outfitter \_\_\_\_\_ guide \_\_\_\_\_  
Employer \_\_\_\_\_  
Employer's address \_\_\_\_\_  
\_\_\_\_\_  
Employer's phone \_\_\_\_\_  
Services provided for hunting \_\_\_\_\_ fishing \_\_\_\_\_  
Dates providing services \_\_\_\_\_  
Where services provided \_\_\_\_\_  
Describe what you did for this outfitter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION E:** List any and all (other than Montana) states and/or Canadian provinces in which you have ever been licensed (certified).

State/Canadian Provinces	License/Cert. Number	Date Issued	License Status	Specialty

If you are applying for licensure in Montana based on experience in a state or province other than Montana then you must attach the following documents:

- Copy of your license or certification in that state or province
- Copy of that state/provinces' statutes and rules
- Verifiable proof of your clients served as an outfitter in that state or province
- Written request for Board review and approval of your experience in that state/province
- Certified letter from the licensing authority stating that your license is in good standing.

**SECTION F:** If seeking a waiver of experience, list any and all outfitter or guide schools in which you attended and successfully completed training.

Name of School	Address of School	Phone Number	Dates Attended	Type of School

Attach the following documents:

- school curriculum
- certificate of completion/diploma
- written request for Board review and approval of a portion of the experience requirements based on completion of the above named school

**SECTION G:** If the purpose of this application is for re-application, reinstatement, or reactivation please complete the following:

- a) date of original application: \_\_\_\_\_
- b) date original application denied: \_\_\_\_\_
- c) reason why original application denied: \_\_\_\_\_
- d) explain how the reason for denial has been corrected or will be corrected: \_\_\_\_\_

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**SECTION H:** ATTACH A COPY OF YOUR CURRENT FIRST AID CERTIFICATION

**SECTION I:** Failure to enclose required items will delay processing of your application. Note: An applicant for an outfitter's license must meet the experience and training specifications and other qualifications to be entitled to take the standard examination administered by the Board or its agent. Applicants must receive pre-approval of his or her proposed operations plan and license application prior to being scheduled for the examination. This application must be received in the Board office no later than 30 days prior to the next scheduled examination date. All applications received after the deadline date will be held for the following examination date.

Check each box to confirm that you have enclosed the required items.

- ☐ COMPLETED LICENSE/EXAMINATION APPLICATION IS ENCLOSED
- ☐ COPY OF MY VALID/CURRENT FIRST AID CARD IS ENCLOSED
- ☐ COMPLETED OPERATION PLAN IS ENCLOSED
- ☐ COMPLETED NET CLIENT HUNTER USE APPLICATION IS ENCLOSED (Hunting Applicants Only)
- ☐ REQUIRED FEES ARE ENCLOSED
- ☐ ANY ADDITIONAL PAGES OR SUPPORTING DOCUMENTS ARE ENCLOSED
- ☐ ALL APPLICATIONS ARE SIGNED & DATED

**SECTION J:** Review and sign the affidavit below. Submit all applications and supporting documentation to the Montana Board of Outfitters, P.O. Box 200513, Helena Montana, 59620-0513.

**Signature and Certification.** I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Outfitters. I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the licensing laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

\_\_\_\_\_  
Legal Signature of Applicant

\_\_\_\_\_  
Date Signed

**MONTANA BOARD OF OUTFITTERS**  
**301 S. Park Avenue, 4<sup>th</sup> Floor, PO Box 200513**  
**Helena, Montana 59620-0513**  
**Phone: 406-841-2373 Fax: 406-841-2309**  
**E-MAIL: [dlibsout@mt.gov](mailto:dlibsout@mt.gov) WEBSITE: <http://www.outfitter.mt.gov/>**

**APPLICATION FOR:  
OUTFITTER OPERATION PLAN**

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED. THIS APPLICATION MUST BE SUBMITTED WITH THE REQUIRED FEES. PROCESSING TIME IS APPROXIMATELY 30-DAYS FROM THE DATE THAT THE BOARD HAS A COMPLETE ROUTINE APPLICATION. CHECK THE APPLICABLE BOX BELOW:

- ☐ NEW OPERATION PLAN - \$500.00      ☐ ADD ADDITIONAL SERVICES TO EXISTING LICENSE - \$450.00  
☐ UPDATE EXISTING PLAN /REACTIVATION – No fee required on this part

**SECTION A: OUTFITTER AND BUSINESS RELATIONSHIP**

1. Provide the name of the licensed outfitter or proposed outfitter (if new applicant) that will be performing the functions contained in this operation plan and the name of the business, if any, under which operations are conducted.

OUTFITTER \_\_\_\_\_  
BUSINESS \_\_\_\_\_

2. Provide the following information:

RESIDENTIAL INFORMATION

HOME PHONE \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_

BASE OF OPERATIONS INFORMATION (HUNTING APPLICANTS ONLY)

PHONE \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_

ZIP CODE \_\_\_\_\_

COUNTY \_\_\_\_\_

BUSINESS INFORMATION

BUSINESS PHONE \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_

FAX \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

FWP REGION # \_\_\_\_\_

[Note: *Base of Operations* is "the primary physical location where an outfitter receives mail and telephone calls, conducts regular daily business, and bases livestock, equipment, and staff during the hunting season " Sec. 37-47-101(2), MCA]

3. Indicate your preferred mailing address: ☐ HOME      ☐ BUSINESS

4. Indicate whether the outfitting business is: ☐ INDIVIDUALLY OWNED ☐ LLC\* ☐ PARTNERSHIP\* ☐ CORPORATION\*

\*List the name of the Partnership, LLC, or Corporation:

5. Indicate one or more of the following as applicable:

Outfitter is: ☐ Sole owner ☐ Partial owner ☐ No ownership interest ☐ Manager ☐ Employee or contractor

6. If other than the outfitter, provide the name, address and phone number of the sole proprietor, the principal managing general partner or the principal corporate officer or director.

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

7. If the business is a partnership, LLC, or corporation, provide the names of the general partners or principal shareholders.

(a) \_\_\_\_\_  
(b) \_\_\_\_\_

**SECTION B: FISHING OPERATIONS**

Outfitter Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_ (If applicable)  
Outfitter License Number: \_\_\_\_\_ (If new applicant write "pending")

MARK HERE IF NOT APPLICABLE \_\_\_\_\_

1. Indicate all services provided in the fishing operation by placing a check in all the space(s) that apply.

TYPE OF FISHING SERVICES	TYPE OF TRANSPORTATION	TYPE OF SERVICE
Float fishing _____	Floating watercraft _____	Day use _____
Motor boat on lake _____	Vehicle _____	Overnight lodging _____
Motor boat on rivers _____	Saddle/pack animals _____	Overnight camping _____
Wade fishing _____	Motorized watercraft _____	Drop camps _____
Float tubing _____	Snowmobile _____	Other (Explain) _____
	Aircraft _____	

2. Provide the following information for your fishing services .

- (a) Identify each river, reservoir, or lake fished and provide requested information applying to each. Use one line for each water, identifying river stretches used by the upper and lower-most access points by common bridge names and/or fishing access sites. List the name of the lake or reservoir and access point being used.
- (b) When operations are conducted on lands or waters where an agency permit is required, a copy of your current permit from that issuing agency **MUST** be attached. If operations are conducted on lands or waters privately owned a completed Land Use Approval Form **MUST** be attached. Attach additional copies of this page if more lines are needed. If using motorized watercraft on navigable waters, you must attach a copy of your U.S. Coast Guard captains license.

RIVER OR LAKE FISHED	PORTION OF RIVER OR LAKE FISHED	PERMITTING AGENCY/ OWNER	AVERAGE LENGTH OF TRIP-DAYS	APPROX. # OF TRIPS PER YEAR	MAX # OF GUESTS SERVED AT ONE TIME **	DAY USE, OVERNIGHT USE, OR BOTH	TYPE OF LODGING PROVIDED

\*\* - You must have sufficient equipment identified in this operations plan to provide services for the maximum number of guests listed.

**FACILITY LOCATIONS (ONLY IF YOU PAY FOR OR PROVIDE THE LODGING):**

TYPE OF FACILITY	LOCATION, (Section, Township, Range)	PHYSICAL ADDRESS	NAME OF RANCH OR MOTEL

**SECTION B: HUNTING OPERATIONS**

Outfitter Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_ (if applicable)  
License Number: \_\_\_\_\_ (If new applicant write "pending")

MARK HERE IF NOT APPLICABLE \_\_\_\_\_

**1. Indicate all services provided in the hunting operation by placing a check in all the space(s) that apply.**

TYPE OF HUNTING SERVICES	TYPE OF TRANSPORTATION	TYPE OF SERVICE
Big game _____	Floating watercraft _____	Day use _____
Spring bear _____	Vehicle _____	Overnight lodging _____
Upland birds/waterfowl _____	Saddle/pack animals _____	Overnight camping _____
Archery _____	Snowmobile _____	Drop camps _____
Hunting with hounds _____	Aircraft _____	Spike camps _____
	Motorized watercraft _____	Other (Explain) _____

**2. Provide the following information for your hunting service.**

- (a) Identify each type of game hunted by species (e.g., elk, deer, bear, upland bird, waterfowl, etc.) and provide the requested information applying to each. Use more than one line per type, if necessary. (Note: The number of trips per year multiplied by the number of maximum guests served at one time must agree with the proposed client numbers requested on the Net Client Hunting Use application or service days on special use permit.)
- (b) Attach a completed land use form (Form L-1) with landowner information or a copy of your current permit from the authorized permitting agency for the land and water where operations are conducted. If using motorized watercraft on navigable waters, you must attach a copy of your U.S. Coast Guard captains license.
- (c) Attach completed Net Client Hunting Use application if operating on lands other than National Forest.

Type of Game	District Hunted (FWP)	Drainage or Specific Area Hunted	Permitting Agency or Landowner	Counties Hunted	Average length of Trips (Days)	Approximate Number of Trips Per Year	Maximum Number of Guests at One Time	Day Use, Overnight, or Both	Type of Lodging Provided

**FACILITY LOCATIONS (ONLY IF YOU PAY FOR OR PROVIDE THE LODGING):**

Type of Facility	Location, (Section, Township, Range)	FWP Region	Physical Address	# of Miles from Base of Operations	Name of Ranch or Motel

## SECTION D: EQUIPMENT AND INSPECTION

Provide the requested information for facilities, livestock, tack and equipment for overall outfitter operation.

### a. FACILITIES (ONLY IF YOU PAY FOR OR PROVIDE THE LODGING):

Lodges: Number of lodges: \_\_\_\_, # Owned \_\_\_\_ #Leased \_\_\_\_; rooms \_\_\_\_ and beds \_\_\_\_.

Are meals provided at the lodge? Yes \_\_\_\_ No \_\_\_\_.

List maximum number of guests that can be served at one time \_\_\_\_.

Cabins: Number of cabins \_\_\_\_, # Owned \_\_\_\_ #Leased \_\_\_\_.

Are they equipped with cooking facilities? Yes \_\_\_\_ No \_\_\_\_.

Maximum number of guests per cabin \_\_\_\_ List # of cook stoves \_\_\_\_ List # of heating stoves \_\_\_\_.

Tents: Number of tents: sleeping \_\_\_\_, # Owned \_\_\_\_ #Leased \_\_\_\_; cooking \_\_\_\_, # Owned \_\_\_\_ #Leased \_\_\_\_;

tack tents \_\_\_\_, # Owned \_\_\_\_ #Leased \_\_\_\_ Food serving equipment for \_\_\_\_ number of

guests and employees. List # of cook stoves \_\_\_\_ List # of heating stoves \_\_\_\_.

List all vehicles, boats, rafts, trailers, camping trailers, and other large equipment by the criteria listed below and indicate if owned or leased:

TYPE OF VEHICLE, (TRUCK,BOAT, TRAILER, ETC.)	MAKE	MODEL	YEAR	DESCRIPTION	OWNED OR LEASED	For Inspection Purposes Only. (S or U)

### FIRST AID KITS:

TYPE	NUMBER/ QUANTITY	OWNED	LEASED
BASIC			
ADVANCED			
OTHER			

### BOATING EQUIPMENT:

TYPE	NUMBER/ QUANTITY	OWNED	LEASED
OARS			
LIFE JACKETS			
PUMPS			
PADDLES			
MOTORS			

### TACK:

TYPE	NUMBER/ QUANTITY	OWNED	LEASED
RIDING SADDLE			
PACK SADDLES			
PANNIERS			
MANTIES			
BLANKETS/ PADS			
BRIDLES			
HALTERS			
HARNESS			

### LIVESTOCK:

TYPE	NUMBER/ QUANTITY	OWNED	LEASED
HORSE			
MULE			
OTHER			

### LIST ANY ADDITIONAL EQUIPMENT:


## SECTION E: EMPLOYEE AND GENERAL INFORMATION

What is the average number of fishing guides you will hire or contract with each year? \_\_\_\_\_

What is the average number of hunting guides you will hire or contract with each year? \_\_\_\_\_

What is the average number of other employees you will hire or contract with each year? \_\_\_\_\_

Do you rent transportation or equipment from your employees? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you rent from any other sources? Yes \_\_\_\_\_ No \_\_\_\_\_

## SECTION F: PROOF OF INSURANCE

If available at time of application provide the following information regarding required liability insurance. (Note: Proof of current insurance will be required before a license will be issued per [ARM 24.171.509] and may be provided after passing the outfitter exam.)

- (a) policy owner \_\_\_\_\_
- (b) policy number \_\_\_\_\_
- (c) insurance company name \_\_\_\_\_
- (d) effective dates \_\_\_\_\_
- (e) name of insurance agent \_\_\_\_\_
- (f) agent phone number \_\_\_\_\_

## SECTION G:

ATTACH A COPY OF YOUR PROPOSED RATE SCHEDULE AND DEPOSIT REFUND POLICY [ARM 24.171.2301]

## SECTION H: CERTIFICATION AND SIGNATURE

I hereby certify that the information provided is correct, the equipment listed is owned or leased by the outfitter or the business for which the outfitter's license is issued, is in good operating condition and is satisfactory for the services to be performed. I also certify that the authorized land use agency or land owner has issued permission approving use of the land or water for operations identified herein or that the agency or land owner has been contacted personally and an authorized response has been received approving the land or water use without written permission.

\_\_\_\_\_  
*Signature of Outfitter & Date*

\_\_\_\_\_  
*Signature of Sole Proprietor,  
General Partner or Corporate Officer*



*THIS SECTION FOR INSPECTION PURPOSES ONLY.* WAS EQUIPMENT AND LIVESTOCK SUFFICIENT TO PERFORM THE SERVICES LISTED? YES NO. LIST ANY DEFICIENCIES AND COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

LIST ANY ADDITIONAL EQUIPMENT THAT NEEDS TO BE ADDED TO THE OPERATIONS PLAN OR COMMENTS ABOUT THE INSPECTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ON THE BASIS OF THE GENERAL APPEARANCE OF THE EQUIPMENT YOU INSPECTED, WOULD YOU SUGGEST THE BOARD OF OUTFITTERS ISSUE THE APPLICANT AN OUTFITTER'S LICENSE? YES NO

INSPECTION CHECKLIST:

INITIAL

DATE

GENERAL INFORMATION VERIFIED

\_\_\_\_\_

\_\_\_\_\_

INSURANCE VERIFIED

\_\_\_\_\_

\_\_\_\_\_

LODGING AND EQUIPMENT VERIFIED

\_\_\_\_\_

\_\_\_\_\_

AREA OF OPERATIONS VERIFIED

\_\_\_\_\_

\_\_\_\_\_

PERMITS OR LEASES VERIFIED

\_\_\_\_\_

\_\_\_\_\_

(attach)

RATE SHEET AND DEPOSIT REFUND POLICY

\_\_\_\_\_

\_\_\_\_\_

INDEPENDENT CONTRACTOR USE EXPLAINED

\_\_\_\_\_

\_\_\_\_\_

SET-ASIDE LICENSE USE EXPLAINED

\_\_\_\_\_

\_\_\_\_\_

OPERATION PLAN AMENDMENTS EXPLAINED

\_\_\_\_\_

\_\_\_\_\_

CLIENT LOG COMPLETION EXPLAINED

\_\_\_\_\_

\_\_\_\_\_

NET CLIENT HUNTER USE EXPLAINED

\_\_\_\_\_

\_\_\_\_\_

INSPECTOR'S NAME: \_\_\_\_\_ INSPECTION DATE: \_\_\_\_\_